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June 2000

# News & Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

## ILOVEYOU Virus

It's nice when people say "I love you." So, when a message with the subject "ILOVEYOU" appeared in a state employee's email Inbox, they didn't think that by opening it, damage would result.

On May 4, 2000, the ILOVEYOU virus was released and caused major problems on many computer networks around the world. After several state employees opened the attachment to the email that triggered the virus, thousands of messages started flooding the state's email system (Exchange). At that point, it was decided to pull the plug and not allow any further access to Exchange until more information about the virus could be found, and the damage assessed.

ISD's email support team quickly came up with a solution to disinfect the state's email system, but this was only the beginning. Calls began flooding ISD's help desk informing them that the virus damaged files on



computer hard drives and file servers. An incident response team was quickly formed, with hourly updates as to the status of cleaning procedures. Multiple people in ISD worked together to find the best and quickest solution for cleaning this dangerous virus. Testing was done to insure that the solution worked for all platforms and by 8:00 pm on Thursday night, information was posted on the State of Montana's home page on how to clean systems of the ILOVEYOU virus.

Early Friday morning, it was determined that access to email could be restored internally, but Internet mail would be left off over the weekend until information could be found on all the copycat viruses. As employees accessed email, it was discovered that the virus cleaning software had sent cleaned messages with the ILOVEYOU subject. This is very typical of this type of software, so it was determined that all of these types of messages could just be deleted out of Inboxes. Staff worked throughout Friday to accomplish this task.

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Network administrators were also informed that infected computers should not be brought back up on the network until they were cleaned. As of the writing of this article, 117 workstations and 26 file servers on the state's network were infected. This is a pretty good record considering that there are approximately 9,000 computers and 450 servers in our environment.

There is a moral to this story. Do not open any suspicious mail and especially do not open attachments to suspicious mail. If you are not expecting mail from someone, contact him or her to be sure the mail and attachment are legitimate before opening it. For more information regarding computer viruses, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or email at [lpizzini@state.mt.us](mailto:lpizzini@state.mt.us).

## MDT, SABHRS and Vendor Contracts

The Montana Department of Transportation (MDT) is one of the state's largest purchasers of supplies and services. Enter Diane Tordale, MDT's Chief Procurement Officer. After a two-year hiatus with MT PRRIME, Diane returned to MDT as an end user of the system she helped install.

MDT, like many agencies, accepts bids for, and awards vendor contracts for commonly used items. With assistance from Penny Moon and Brad Sanders of the State Procurement Bureau, radio and traffic signal vendor contracts were recently set up in PeopleSoft.

So what's the big deal? "With these contracts already in the system, our staff can access them from their desktops. Information from the contract automatically comes forward into the purchase order." Most importantly, according to Diane, the use of the contracts can be easily monitored. "Previously, it was difficult to develop contract usage and history. But with PeopleSoft, that information is at my fingertips." That information is what Diane uses to modify future contracts to achieve greater cost savings. That same information is frequently used for budgetary preparation as well.

What about future plans? Diane plans to enter up to 15 MDT vendor contracts in the system as they're re-bid over the next two years. "We plan on making those contracts available to our district offices via the networks," said Diane.

In addition, other state agencies will have access to these contracts from their desktops. Some contracts, like the first aid contract, may save other agencies time and expense. "Previously, other agency personnel were unaware of our contracts. If they were aware of them, they had to call us for the information," said Diane. "Now they'll be able to issue purchase orders against the contracts automatically."

Furthermore, Diane values the ability to monitor the status of procurements that are processed by the State Procurement Bureau. "In the old days, I found it necessary to call the State Procurement Bureau to track the progress of my requisitions. Now we can view their status on-line, including which vendors bid and their prices. "This capability has resulted in a lot less phone tag and faster information," noted Diane.

For further information, please contact Diane Tordale of MDT at 444-6365, Outlook or email at [dtordale@state.mt.us](mailto:dtordale@state.mt.us).

### Calendar of Events

#### June

- 1 Geographical Information Services (GIS), Butte/Silver Bow Courthouse, Butte, 8:00 am - 3:00 pm
- 7 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.
- 30 SummitNet Executive Council (SEC), 9:00-11:00 am DPHHS MetNet Site

#### July

- 5 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.
- 12 Information Technology Advisory Council (ITAC), 8:30-Noon, Rm 111, Metcalf Bldg.

# Enhanced 9-1-1 Planning and Implementation

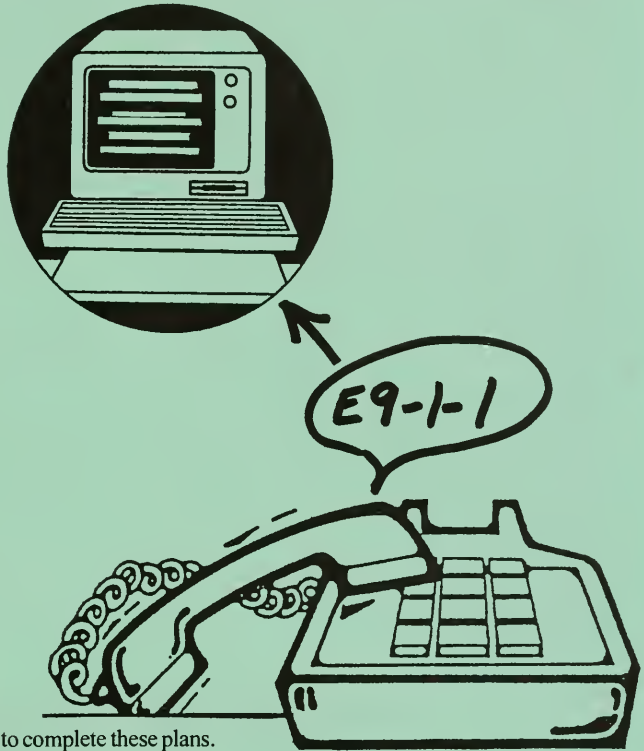
Gallatin and Butte/Silverbow counties have recently upgraded their basic 9-1-1 systems to enhanced 9-1-1 (E9-1-1). These counties join Sheridan, Daniels, Valley and Roosevelt Counties, Malmstrom Air Force Base, and the cities of Billings and Great Falls, as the only areas in Montana currently providing this service. With E9-1-1, the phone number of the telephone used to place the 9-1-1 call, along with the business or resident name and address associated with that phone number, are displayed on a computer screen for the call-taker when the 9-1-1 call is received.

During the 1997 legislative session, legislation was approved to provide additional funding to local jurisdictions for E9-1-1 planning and implementation. To receive these funds 9-1-1 jurisdictions must submit an E9-1-1 plan for approval to ISD's 9-1-1 Program Office. Jurisdictions with approved plans include these counties: Granite, Lewis & Clark, Meagher, Mineral, Ravalli, Sanders, Stillwater, Teton, Toole, and Yellowstone, along with the Fallon/Carter/Wibaux 9-1-1 jurisdiction and the town of West Yellowstone. A plan submitted by Pondera County is currently under review. Plans have been received from Lake County and Missoula County but additional information has been requested to complete these plans.

Numerous Montana 9-1-1 jurisdictions are working to complete the E9-1-1 plan and to finish other tasks necessary to provide E9-1-1 service. For many counties the first step is rural addressing. For E9-1-1 to function properly, every phone number must be associated with a physical or locatable address. Therefore cities and counties must assign names or numbers to all roads, including private roads, and assign house numbers to all structures. Currently almost every county in Montana is working on, or has already completed, the rural addressing project.

Lewis & Clark and Meagher Counties are very close to E9-1-1 system implementation. These counties have installed new communications center equipment, and work on the E9-1-1 database is almost finished. Teton and Toole Counties have issued requests for proposals for new equipment, and work on the Teton County database is progressing rapidly. We anticipate that these counties, and possibly several others, along with the town of West Yellowstone, will implement E9-1-1 within the next year.

For additional information contact Surry Latham of the 9-1-1 Program Office at 444-2420, Outlook or email at [slatham@state.mt.us](mailto:slatham@state.mt.us), or Anita Moon at 444-2022, Outlook or email at [amoon@state.mt.us](mailto:amoon@state.mt.us).





## ISD Mid-Tier Standards and Guidelines

ISD is developing a set of standards for its mid-tier systems. The proposed standards were presented to ITMC on May 3, 2000.

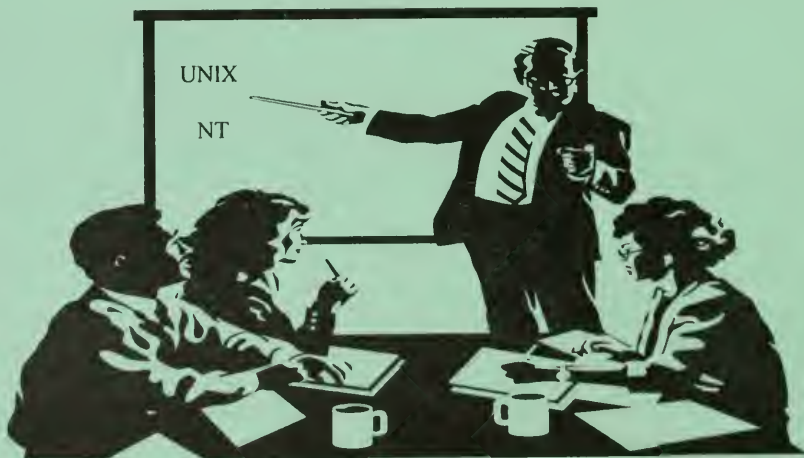
The ISD mid-tier team is committed to providing a progressive, flexible, and powerful environment to host the state's web and distributed client/server applications while maintaining reliability, security, and stability. For those State agencies and developers who intend to host their UNIX and NT applications with ISD, these standards will provide a solid foundation to begin their development efforts. The objective is to maintain the stability of existing applications and platforms while making the process of implementing new applications on the mid-tier platforms as efficient and straightforward as possible.

While any standard is only as effective as the compliance given to it, these standards are intended to evolve as the technology evolves. The mid-tier group encourages communication from project managers, contractors, and developers before beginning development to ensure the platform will meet the needs of the new project and to lay the groundwork for efficient implementation.

### Getting Started

It is important for agencies to involve ISD before beginning development. Time and money spent on re-engineering can be costly. If you have questions about what ISD has to offer your agency, contact ISD Customer Relations at 444-2856. They will involve the appropriate ISD personnel in the planning process. When you have a signed Service Agreement with ISD and a project plan in place, Customer Relations will contact the ISD Customer Service Center to open a change ticket. The change ticket informs the mid-tier group of the formal kick-off of a new project. Note that no substantive work such as placing applications and defining databases will be done before this Service Agreement is in place.

The current copy of the standards may be viewed on the Value Added Server (VAS) at [guest/itmcfinfo/reports](http://guest/itmcfinfo/reports). Soon it will have a web presence so check the ISD What's New page at <http://www.state.mt.us/isd/whatnew/whatnew.htm>. For more information on this article contact Robin Anlian at 444-2898, Outlook or email at [ranlian@state.mt.us](mailto:ranlian@state.mt.us).



## May ITMC Meeting

The Information Technology Managers Council (ITMC) meets monthly to review technology issues affecting the State of Montana enterprise. The group met on May 3, 2000.

- The group was informed of the budget proposals that ISD is developing for ITAC (Information Technology Advisory Council) approval and prioritization. Highlights of the proposals include an item for e-government infrastructure, Wide Area Network and Internet growth, continued migration to a switched Ethernet environment and more.
- The new SummitNet RFPs were discussed. Contract negotiations are underway for statewide digital transport services and consolidation of data, video and voice T-1 networks. Services will be provided using a combination of ATM, frame relay, and LAN switching services.
- ISD proposes to sunset the use of the IPX communication protocol in the state enterprise. The targeted date is January 1, 2001.
- Usage statistics for the state Bulletin Board System (BBS) were distributed. Usage is very low. ISD will explore eliminating the statewide contract for BBS services; agencies still requiring use of the BBS could contract individually for continuation of the services.

Complete meeting minutes are available on the ISD web site at <http://www.state.mt.us/isd/groups/itmc/index.htm>. For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).

May  
ITMC  
Meeting

## Outlook



### Filtering Junk Mail

Occasionally you may receive junk mail, also known as spam, at your work address. This happens when your email address has been taken from someplace like a form filled out on the Internet or from a message sent to a large group of people. Unfortunately, once you are on a spam list it is hard to get off and your address may be sold to other spammers who will send you even more mail.

One spammer technique is to put an address in the message that you are to reply to in order to be removed from the list. This is a legal requirement under current laws against junk mail. However, spammers abuse this legal requirement because the address is usually fraudulent or they use your reply to confirm your address and continue to send spam.

The easiest way to rid yourself of this nuisance is to turn on your Junk Mail Filter in Outlook. This option is under the Organize button menu, and the Junk email tab. Ensure you click on the Turn On button to activate the Junk Mail filter. The default is for Outlook to simply color the junk mail message gray instead of deleting the message. That way, a legitimate mail containing words that Outlook recognizes as spam is not deleted. You can change the default to delete messages instead but you must ensure that you will not be deleting mail that you actually need. The criteria used by the built-in filters are documented in a file called filters.txt, which is installed by default in `<drive>:\Program Files\Microsoft Office\Office.`

The examples below are from the default filters.txt file:

From is blank

Subject contains "advertisement"

Body contains "money back"

Body contains "cards accepted"

Body contains "removal instructions"

If you find that you are accidentally filtering people that should not be filtered, simply add these people to your exceptions list.

1. Make sure that the junk mail feature has been turned on.
2. Go to **Tools|Rules Wizard|Exception List**.
3. Then **Rule description|Exception List**.

Enter the email addresses you do not want screened by the Outlook junk email filters. You can also add part of an email address to the exception list. For example, if you add the phrase **host.domain.com**, no email address containing **host.domain.com** will be filtered out. Thus, any email sent to you by **user@host.domain.com**, regardless of its subject, would not be flagged as junk email.

In this way you could enter "state.mt.us" into your Exceptions List and anyone inside the State system would get through regardless of mail content.

If you have any questions regarding this article, contact Samuel Mason of End Users System Support at 444-1548, Outlook or email at [smason@state.mt.us](mailto:smason@state.mt.us). If you have any problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Outlook 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Outlook, from accessing commands and toolbar buttons to opening a new email message. Shortcut keys are sometimes listed next to the command name on Outlook menus. For example, on the **Edit** menu, the **Delete** command lists the shortcut **CTRL+D**.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Outlook 2000 or any of the other Office 2000 applications, press **F1** to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Outlook shortcut keys:

Activity	Shortcut Keys
Open an email message	CTRL+SHIFT+M
Open the address book	CTRL+SHIFT+B
Open an appointment	CTRL+SHIFT+A
Open a contact	CTRL+SHIFT+C
Open a meeting request	CTRL+SHIFT+Q
Open a task	CTRL+SHIFT+K
Make the Find a Contact box active	F11
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Check for new mail	F5 or CTRL+M
Open the Advanced Find dialog box	CTRL+SHIFT+F
Mark an email message as read	CTRL+Q

Delete an email message, contact, calendar item, or task  
Delete a word  
Select all  
Copy  
Paste  
Undo  
Print

CTRL+D  
CTRL+BACKSPACE  
CTRL+A  
CTRL+C  
CTRL+V  
CTRL+Z  
CTRL+P

If you have any questions on this article please contact Sue Skuletich of End User Systems Support at 444-1392, Outlook or email at [sskuletich@state.mt.us](mailto:sskuletich@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Word 2000 – Handling Hyphens

### -- Manually Entering Hyphens --

Hyphens were a lot more common in the days of the typewriter. They cropped up more frequently then because sometimes you'd start typing a line near the right margin and realize too late that it wasn't going to fit. So, you'd hyphenate the word, in a way that made sense, you hoped, and move on. Today, when words simply wrap to the next line, we're content to leave large chunks of space along the right margin. But sometimes this space is distracting, and hyphenation could be in order.

The beauty of hyphens in Word 2000 is that they are removed automatically if you edit your text later and the word moves to another line. So, you don't have to go back through your document looking for improperly hyphenated words. To hyphenate a long word manually, click where you want the hyphen to appear and press

Ctrl-Hyphen (the key with the symbol you would normally use to hyphenate). As long as the word breaks, the hyphen will appear. If a shift in spacing joins the word, the hyphen vanishes.

### --Automatically Hyphenating Documents--

Previously you learned how to insert hyphens manually into words. Keep in mind that these kinds of hyphens differ from those you would get just by pressing the Hyphen key – they disappear if they become unnecessary. It's also possible to have Word 2000 hyphenate your documents automatically. Go to the **Tools|Language|Hyphenation|Automatically**



**Hyphenate Document** check box. You may end up having to return to this dialog box to adjust the Hyphenation Zone (the amount of blank space on the right margin necessary to require a hyphenated word) and the number of consecutive hyphens (having too many in a row makes for difficult reading). When you have these settings where you want them, click OK.

These tips are adapted from [www.tipworld.com](http://www.tipworld.com).

For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.



## Word 2000 – Formatting Mailing Labels

All decent word processors have long supported the printing of labels, and Word 2000 is no different. To format and print labels using Word 2000, select **Tools|Envelopes and Labels|Labels** tab. From here, you can choose the kind of label you have by clicking **Options**, selecting the correct label product, and choosing the type of label from the list in the lower-left corner of the dialog box. Once you've found the label you want to use, click OK. To enter text and print on the appropriate label, the simplest way is to select **Full Text Of Same Label** from the bottom and click **New Document**. You'll have a visual representation of the label page, and you can click in the appropriate box to enter the text.

This tip is adapted from [www.tipworld.com](http://www.tipworld.com).

For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Oops! We Goofed!

### An update to "Adding The Delivery Point Barcode To An Envelope"

In last month's *ISD News & Views*, we ran an article entitled *Adding the Delivery Point Barcode To An Envelope*. A reader brought to our attention that mail sent through the State Central Mail cannot have a preprinted barcode on it. The Central Mail Bureau, Department of Administration, confirmed this. Below is an explanation from Central Mail:

"Any mail sent to State Mail that has a preprinted barcode (as from Word) will be sent back to the agency. This is because the software only generates a basic postnet barcode. Secondly, all mail generated by a system other than the one used by State Mail must present that mail with a current CASS/MASS certificate. The equipment at State Mail (Bell & Howell JetStar 1500 barcoder) will apply a delivery point barcode and generate the required documents needed by the United States Postal Service (USPS). The Jetstar barcoder will print the correct barcode and generate savings and faster mailing. The barcode that can be printed using PC software does not conform to nor meet the specifications of the USPS and will not result in any savings or speed up mail."

For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.





## Word 2000

### Adding a bookmark to a document

If you find yourself working on a truly huge document, you owe it to yourself to use bookmarks to get around. Bookmarks allow you to mark sections of your document that you can then jump to with a couple of clicks.

To add a bookmark to a document, put the insertion point where you want the bookmark to be and select **Insert|Bookmark**. Choose a name for your bookmark (the name can't include spaces) and click OK. You can access this place in the document by choosing **Insert|Bookmark** and double-clicking on the bookmark name to jump to it.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 Outlook or email at [hmann@state.mt.us](mailto:hmann@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000. Portions of this Microsoft Office Tip were made possible by the Office Update page from the Microsoft web page - <http://officeupdate.microsoft.com>.

## Windows 98 – Print From the Desktop

Need to print a file that's sitting on the desktop (or inside an open window)? Don't waste time opening the file and selecting the application's Print command. Windows 98 will do all of that for you. Simply right-click the item you want to print and select Print in the resulting menu.

(Note: If you don't see the Print command, this shortcut won't work. Certain file types don't support this feature.)

This tip is adapted from [www.tipworld.com](http://www.tipworld.com).

For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Windows Freebie – Tray Command Line

Even with all the whiz-bang goodies in the Win9x interface, sometimes it's still faster to work at the command line. Tray Command Line is a free tool that gives you instant access to a small command-line window, just by clicking on its system tray icon. The utility keeps a history list of past commands, can be loaded automatically each time Windows starts, and can be hidden whenever a command is executed. You can assign program/edit aliases and easily insert file arguments into a command line. With the AutoComplete option turned on, Tray Command Line auto-guesses the commands you try to enter, plus you can specify a hotkey to execute the last program entered in the dialog window. Tray Command Line doesn't quite give you all the freedom of working at an MS-DOS prompt, but its benefits more than make up for its minor shortcomings.

This free software is provided by *PC Magazine*.

If you would like a copy of the Tray Command Line files they are available on the Value Added Server at `\guest\windows\win95\addons\Tray Command Line`. If you do not have access to the Value Added Server contact Irv Vavruska of End User Systems Support at 444-6870, Outlook or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us).

## A Shortcut To Make You Smile

Can we agree that not every Word 2000 tip has to help you navigate a life-or-death word processing situation? Can't some tips be just about fun? Yes? Good. Here's a fun little tip using Word 2000's AutoText feature. Any time you type :) with AutoText on, Word 2000 will automatically replace the clumsy, antiquated "emoticon" with a genuine, upright, circle-and-two eyes smiley face. Now wasn't that fun?

This article was obtained from TipWorld at [www.tipworld.com](http://www.tipworld.com). For more information about this article, contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook email, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000. ©

## Macros

### Converting WordPerfect Macros to Microsoft Word, Visual Basic for Applications

#### Converting Yes/No Messages

A common requirement in a WordPerfect macro is to display a message and ask for a Yes/No response. In WordPerfect for DOS, this is often accomplished with the **{CHAR}** command, followed by an **{IF}** test. Example:

```
{CHAR}key~Do you want to continue (Y/N)?~
{IF}""{VARIABLE}key~="y"~
    {;} Yes~
{ELSE}
    {;} No~
{END IF}
```

In WordPerfect for Windows, asking for a Yes/No response is often accomplished using the **MessageBox** command. This command displays a message box with **Yes** and **No** buttons. An **If** test determines which button was clicked (the value "6" means the **Yes** button was clicked):

```
MessageBox (Ret; "Continue"; "Do you want to continue?")
```

```
If (Ret=6)
```

```
    // Yes
```

```
Else
```

```
    // No
```

```
EndIf
```

Use the **MsgBox** function to ask Yes/No questions in Visual Basic. Follow with an **If** test to determine which button – **Yes** or **No** – was clicked by the user. Remember that the **MsgBox** function can display other button sets, depending on the options used. The following example shows how to use the **MsgBox** function to display a message box with **Yes** and **No** buttons. Alternative options display the **OK** button only, **Yes/No/Cancel**, and other button variations.

```
Ret = MsgBox (Prompt:="Do you want to continue?", Buttons:=vbYesNo)
```

```
If Ret = vbYes Then
```

```
    ' Yes
```

```
Else
```

```
    ' No
```

```
End If
```

If you have any questions on this article please contact Jerry Kozak of End User Systems Support at 444-2907, Outlook or email at [jkozak@state.mt.us](mailto:jkozak@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Dial-up Data Network Access Training for End Users

While traveling on State business do you need access to the Mainframe, email, or files stored on your network server? Do you have a need to access these same resources from your home? If you answered yes to either of these questions and would like to learn more then sign up for this training session. Learn what you can do with your Laptop or PC and modem.

This is a one-hour seminar that covers the following:

- Dial-up Configuration
  - Services Available
  - Dial up Networking Terminology
  - Future of Remote Network Access
- 
- **Date:** Thursday, June 22, 2000
  - **Time:** 9:00–10:00 am
  - **Location:** Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

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## Computer Security Training for State Employees

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of email and the Internet
- user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

**Date:** Thursday, June 15, 2000

**Time:** 8:30–10:30 am

**Location:** Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.



## Training Calendar

### Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at the Ray Bjork Campus, 1600 8<sup>th</sup> Avenue, Helena.

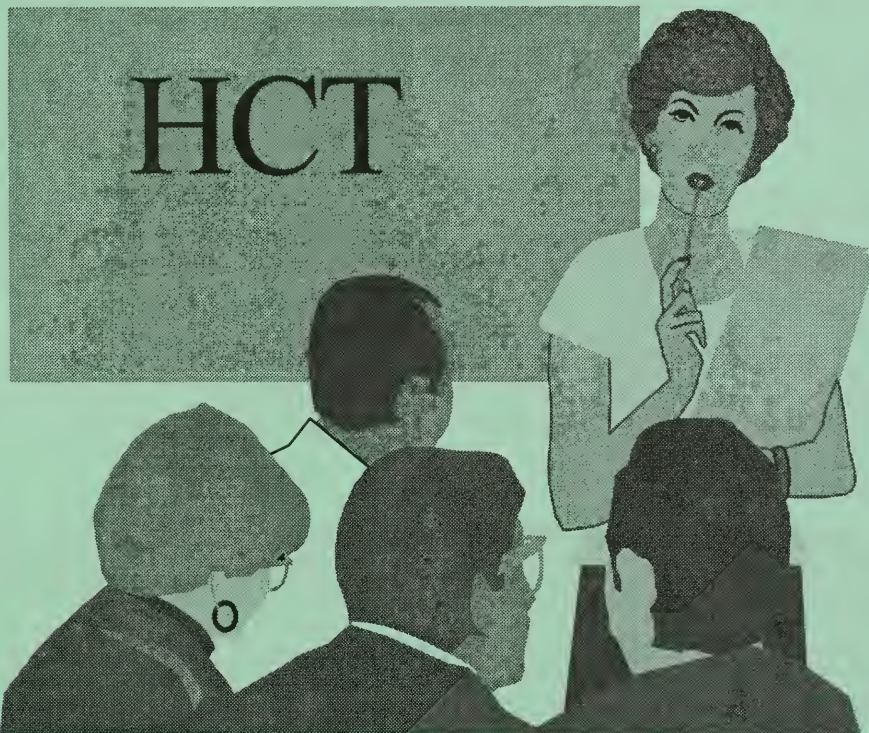
The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a **State Training Enrollment Application** to

*State Training Center, HCT  
Helena, MT 59601*

If you have questions about the course descriptions or enrollment, please visit our web site at [www.hct.umontana.edu](http://www.hct.umontana.edu), call 444-6821 or email to [blunceford@state.mt.us](mailto:blunceford@state.mt.us)

Once you enroll in a class, the full fee will be charged **UNLESS** you cancel at least three business days before the first day of class. *HCT is also willing to schedule specific classes by request for state agencies*





	Prerequisites	Dates	Cost	Hours
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## Data Base Classes

Intro to Oracle	Windows 95/98	Jul 26-27	200.00	14
Discoverer 3.0	Windows 95/98	TBA	100.00	7
SQL/PL-SQL	Intro to Oracle	Aug 8-10	300.00	21
Oracle Developer 2000	Intro to Oracle & SQL/PL-SQL	Aug 14-17	**400.00	28
Oracle Designer	Oracle Dev; SQL/PL-SQL recom	July 10-21 am	**500.00 +book	35
Access 2000	Windows 95/98	Jun 27-28	200.00	14
Visual Basic for Access 2000	Access 97/2000	TBA	200.00	14

## Data Network/Mainframe Classes

NetWare 5		TBA	544.95 inc. book	35
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## Microcomputer Classes

Visual Basic 6.0 <b>NEW</b>	Windows 95/98	TBA	554.40 inc. book	35
Windows 98	N/A	TBA	100.00	7
Outlook 2000	Windows 95/98	Jun 8 am Jul 13 am Aug 3 am	FREE	3
Adv. Outlook 2000	Outlook 98/2000	TBA	43.00	3
Intro to Word 2000	Windows 95/98	Jun 6 Jul 11 Aug 1	100.00	7
Intermediate Word 2000	Intro to Word 97/2000	Jun 22 Jul 18 Aug 29	100.00	7

	Prerequisites	Dates	Cost	Hours
Macros for Word 2000 (VBA)	Interm Word 97/2000	TBA	200.00	14
Creating Forms in Word 2000	Interm Word 97/2000	Aug 31 am	50.00	3.5
Intro to Excel 2000	Windows 95/98	Jun 7 Jul 12 Aug 2	100.00	7
Intermediate Excel 2000	Intro to Excel 97/2000	Jun 14 Jul 19 Aug 30	100.00	7
Advanced Excel 2000	Interm. Excel 97/2000	Sept 1	50.00	3.5
Graphing in Excel 2000	Interm. Excel 97/2000	TBA	50.00	3.5
Internet	Windows 95/98	TBA	50.00	3.5
Building Web Pages 2000)	Internet	Jul 25-26	200.00	14 (FrontPage
PowerPoint 2000	Windows 95/98	Jul 13-14	200.00	14
Microsoft Project 98	Windows 95/98	TBA	200.00	14

## SABHRS (MTPRRIME) Classes

	Dates	Cost	Hours
PS Query/Crystal Reports	Aug 31-Sept 1	200.00	14
Document Direct Plus! (version 2.2) <b>NEW</b>	Jun 27 pm Jul 25 pm Aug 29 pm	50.00	3.5
End-User Tools for SABHRS Reports For Accounting & Payroll Technicians (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)	Jun 7 am Jul 12 am	50.00	3.5
End-User Tools for SABHRS Reports For Managers & Budget/Accounting Analysts (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)	Jun 7 pm Jul 11 am Aug 1 am	50.00	3.5

	Dates	Cost	Hours
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### More SABHRS Classes for MANAGERS

SABHRS Overview for Managers & Fiscal Officers	Jun 13 am Jun 27 am Jul 18 am Jul 25 am Aug 29 am	50.00	3.5
SABHRS: Accessing Fiscal Information	Jun 14 am Jun 28 am Jul 19 am Jul 26 am Aug 30	50.00	3.5

### Financial Modules

GL1: Basic Journal Entries	Jun 8 Jun 13 Aug 3	100.00	7
GL3: General Ledger Budget Management	Jun 15 Jul 27 Aug 31	100.00	7
Accounts Payable	Jun 29	100.00	7
Accounts Receivable	Aug 2	100.00	7
Asset Management	Jun 6	100.00	7
Purchasing	Jul 20	100.00	7

### Human Resource Modules

Time & Labor	Jun 22	100.00	7
Managing Position & Employee Data	Jun 21	100.00	7
Training Administration	TBA	50.00	3.5
Applicant Hiring Process	TBA	29.00	2

*Prerequisites may be met with consent of Instructor.*

\*High Estimate - Cost may vary depending on travel expenses & # of students

\*\*The Outlook 98, Oracle Designer and Oracle Developer class fees are recovered through the monthly data network rate and paid for by ISD.

# State Training Enrollment Application

## Course Data

Course Requested: \_\_\_\_\_

Date Offered: \_\_\_\_\_

## Student Data

Name: \_\_\_\_\_

Agency & Division: \_\_\_\_\_/\_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_

## Billing Information/Authorization *Mandatory*

Agency #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**If attending Oracle Developer or Designer training**, your application must also be approved by the agency IT Manager.

**IT Manager:** \_\_\_\_\_  
(signature)

### Training is needed for:

- ☐ Agency Oracle Developer
- ☐ Continuing education opportunity. (*Agency will be billed for training*)
- ☐ Agency contractor. (*Agency will be billed for training*)

Full Class Fee Will Be Billed To The Registrant Unless Cancellation Is Made Three Business Days Before The Start Date Of The Class.

### Deadhead Completed Form To:

Community Ed  
Helena College of Technology of The University Of Montana  
Phone 444-6821 Fax 444-6892



## Editor's Notes



### Published monthly by

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### To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st Friday of the previous month.

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### Contacts & Editor

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Department of Administration  
Information Services Division  
Mitchell Building, Room 229  
P.O. Box 200113  
Helena, MT 59620-0113